

**Army Nurse Corps
Long Term Health Education and Training Guidelines
for the
Civilian and Reserve Component Officer Applicant**



Academic Year 2006

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Before You Begin:

This version of the academic year 2006 guidelines is tailored for the *civilian applicant and Reserve Component officer* applying for long term health education and training. If you are an active duty Army Nurse Corps officer, please refer to the guidelines for the *Active Duty Army Nurse Corps Applicant*.

These guidelines are designed to use in a number of different formats to meet the needs of nurses around the globe. The page numbers to the right on this table of contents serve as a guide if printing this document and using as a hard copy document. Each of the page numbers is also hyperlinked to its corresponding section within the document for viewing electronically.

If you have downloaded this document and are viewing it as a Microsoft Word document, place your mouse over the page you would like to view, hold the control key and simultaneously press the left mouse button. To return to the table of contents without scrolling back to the top of the document use the hyperlink in the footer of this document or, ensure the web toolbar is open on your desktop (Go to “view” then “toolbars” then ensure the “web” button is checked) then click the blue “back” button (arrow pointing to the left). If you have opened this document directly from the web, you should be able to click on each of the page number links without using the control button function mentioned above.

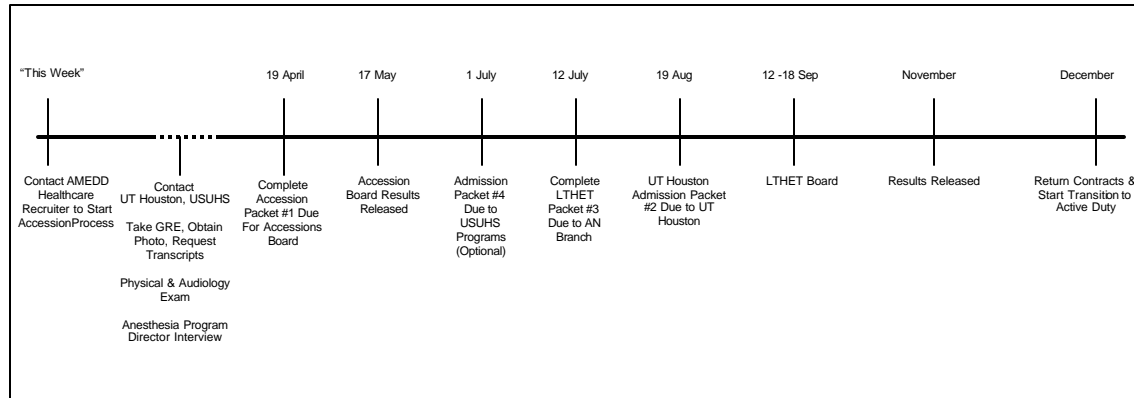
All forms were created in Microsoft Word with text boxes and tables to give you the option of filling in the information and printing directly from these guidelines or to cut and paste into another document as needed.

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Introduction

Congratulations on your plan to apply for long term health education and training. The application process is rigorous and time consuming; it is recommended you start early. Please read the application guidelines carefully as there are some significant changes from last year's guidelines. Use the following timeline as a guide as you complete the application process:



Points of Contact

Prospective applicants are not expected to complete the LTHET application process alone. Use the list of names and addresses below to seek assistance with the process.

Army Nurse Corps Branch Education Management Officer

MAJ Suzanne Richardson
suzanne.richardson@hoffman.army.mil

(703) 325-2398
(DSN): 221-2398
(DSN): 221-2392 Fax

Commander, Human Resources Command
ATTN: AHRC-OPH-AN (ATTN: MAJ Richardson)
Room 9N47
200 Stovall Street
Alexandria, VA 22332-0417

Active Duty Nurse Programs Manager, USAREC

LTC Linda W. Fisher
linda.fisher@usarec.army.mil

(502) 626-0364
(DSN): 536-0364

University of Texas Houston Health Science Center (UTHHSC)

Bill Stewart or Christina Gurnee (Coordinators of admission) (713) 500-2104/05
Admissions Office, Army Nurse Anesthesia Program
The University of Texas at Houston, Health Science Center
7000 Fannin Street, Suite 2250
P.O. Box 20036
Houston, Texas 77225

Website: <http://son.uth.tmc.edu/>

Application: <http://registrar.uth.tmc.edu/admissions/appformslist.htm>

Uniformed Services of the Health Sciences Graduate School of Nursing

Christa Bennett, Program Assistant (301) 295-9893
Ms. Terry Malavakis, Programs Team Leader (301) 295-1055
LTC Bruce Schoneboom, Director, Nurse Anesthesia Program (301) 295-1180

Website: <http://cim.usuhs.mil/gsn/>

The Graduate Programs in Anesthesia Nursing

There are two programs in Anesthesia Nursing: the U.S. Army Graduate Program in Anesthesia Nursing (the Army Program) and the Uniformed Services University of the Health Sciences Graduate School of Nursing Nurse Anesthesia Program (the USUHS Program). All applicants must apply to the Army program. If desired, applicants may also apply to the USUHS program. If an applicant applies to both programs, they must rank order their preference in the statement of goals and objectives. The Army Nurse Corps will direct selected candidates to the Army program or the USUHS program as deemed in the best interest of the AMEDD and the applicant.

a. U.S. ARMY GRADUATE PROGRAM IN ANESTHESIA NURSING.

1) The U.S. Army Graduate Program in Anesthesia Nursing is a fully accredited 30-month course leading to a Master of Science in Nursing (MSN) degree from the School of Nursing UTHHSC. The Army program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. Graduates are eligible to take the national Certification Examination for Nurse Anesthetists (CENA).

2) Phase I of the program consists of 51 weeks of classroom instruction at the AMEDDC&S, Fort Sam Houston, Texas. Phase II is 73 weeks in duration and is conducted at select Army Medical Treatment Facilities (MTFs) affiliated with DOD, VA, and private sector hospitals. An MSN is awarded upon successful completion of Phase II and a research manuscript.

b. UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS) NURSE ANESTHESIA PROGRAM.

1) The USUHS Program is a fully accredited 30-month course of study leading to a MSN degree. The USUHS Program is fully accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. Graduates are eligible to take the CENA. The program is open to commissioned officers in the U.S. Army, U.S. Navy, U.S. Air Force, and U.S. Public Health Service.

2) Phase I of the program consists of 52 weeks of classroom instruction at the USUHS campus in Bethesda, Maryland. Phase II consists of 73 weeks of classroom instruction and clinical practice at DOD, Public Health Service, VA, and private sector hospitals throughout the United States. Army students are usually assigned to Walter Reed Army Medical Center, but may be assigned to any of the University's primary clinical training sites. A MSN degree is awarded upon successful completion of phase two and a scholarly research project.

Additional Information for Applicants for the CRNA MSN Completion Option:

BSN-prepared CRNAs who do not possess master's degrees in anesthesia nursing may apply for a limited number of seats in the U.S. Army Graduate Program in Anesthesia Nursing. The applicant must complete the entire Program, Phase I and Phase II in order to be awarded the MSN degree. Documentation establishing the applicant as a Certified Registered Nurse Anesthetist (CRNA) must accompany the application to UTHHSC and AN Branch, Human Resources Command (HRC).

Eligibility and Admission Requirements.

There are a minimum of three (3) separate application packets that must be completed and then routed to their respective point of contact (POC). The forth packet to USUHS is optional. The Direct Accession applicant and their Army Health Care Recruiter will jointly decide the division of labor for these application packets. The Army Health Care Recruiter is responsible for the U.S. Army Recruiting Command (USAREC) Appointment / Active Duty Accession packet that must be sent to U.S. Army Recruiting Command; however, the recruiter's responsibility extends to assisting the applicant as needed through the entire accession/application process.

Packet #1 - USAREC Appointment / Active Duty Accession packet. Your Army Health Care Recruiter will provide all the required guidance to you on the requirements for the USAREC Appointment / Active Duty Accession packet. The deadline for this packet is **19 April 2005**. Your Army Health Care Recruiter will provide information regarding eligibility for appointment and/or accession onto active duty. Some key eligibility requirements for accessing onto active duty to complete long term health education and training in anesthesia nursing are:

a. **Age.** To be eligible for appointment as an Army Nurse Corps officer you must be less than 46.5 years of age at the time of application; you must commission before your 47th birthday. For applicants that currently hold an Army Nurse Corps Appointment (Army Reserve/ARNG), ask your Health Care Recruiter about any possible age or age-ingrade restrictions.

b. **Grade.** USAR/ARNG field grade officers should discuss the process of obtaining a waiver for entry onto active duty with their healthcare recruiter early in the application process.

c. **BSN from an accredited nursing program.** Applicants must have earned a BSN from an accredited nursing program recognized by the U.S. Secretary of Education and acceptable to the Department of the Army (DA). Programs that were accredited either by the National League of Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE) at the time of graduation are considered acceptable programs.

d. **Current License.** Evidence of current, unrestricted licensure as a registered nurse is required with the application and prior to accessing.

e. **Clinical Experience.**

1) Best qualified applicants possess clinical experience in critical care. Applicants must demonstrate that they have had or will have at least one year of experience as a Registered Nurse in a critical care setting prior to the start of class. During that time, the applicant should have had an opportunity to: 1) develop as an independent decision maker, 2) demonstrate psychomotor skills, and 3) display the ability to interpret and use advanced monitoring techniques based on a knowledge of physiological and pharmacological principles. Preference for this Critical Care requirement is within 12 months of application.

2) Critical Care experience is defined as: critically ill adult or pediatric clientele requiring continual 24-hour care in specialized care units designed for extended care. Furthermore, the clientele must require the use of invasive hemodynamic and respiratory

monitoring. Highly-qualified applicants should have experience in selected critical care competencies including electrocardiograph monitoring; bedside dynamic dysrhythmia recognition; hemodynamic monitoring; and arterial blood gas interpretation. Advanced Cardiac Life Support Provider certification is highly encouraged but does not substitute for bedside clinical experience in critical care.

3) Direct accession applicants who are **not** applying as Critical Care Nurses (AOC/ASI 66H8A) will need a letter from their critical care supervisor attesting to the applicant's competency in the above described clinical skills or plan for attaining future competency within the next year. Additionally, applicants not applying for the 66H8A identifier must demonstrate evidence of competency in critical care skills by presenting a completed Pre-Enrollment Verification of Clinical Competencies checklist ([Appendix A](#)) on the first day of class.

f. Physical Examination.

1) All Direct Accession applicants will have a physical examination performed by the nearest Military Entrance Processing Station (MEPS). This medical exam will determine if the applicant is qualified for military appointment.

2) All applicants to the U.S. Army Graduate Program in Anesthesia Nursing must meet audiometric hearing H1 standards for enlistment/appointment as described in AR 40-501. Specifically, the audiometric hearing threshold level for each ear must be no more than 25 dB at 500, 1000, 2000 Hz with no individual level greater than 30 dB. Additionally, that at 4000 Hz the audiometric hearing threshold level must not be over 45 dB.

3) **Special Note**: Disqualification for the anesthesia program may result from hearing deficits. An applicant may be MEPS qualified for appointment, but the above mentioned condition can be a disqualifying criteria for the anesthesia program. AMEDD Health Care Recruiters will provide you with more information on this issue.

Packet #2 - UTHHSC Application.

- a. Contact UTHHSC directly for information on completing and submitting this application. **Deadline is 19 August 2005.** This application form is obtained from and returned directly to UTHHSC. The application can be downloaded from the UTHHSC web site at <http://registrar.uth.tmc.edu/admissions/appformslist.htm>.
- b. When completing the application, be sure to check the Army Program Only block on page two, block 11.
- c. The UTHHSC requires a nonrefundable application fee. You, the applicant, are responsible for paying this application fee; however, ask your Health Care Recruiter if assistance is available for paying this fee.
- d. Prerequisite Courses. Applicants must show evidence of successful completion of undergraduate biochemistry or organic chemistry and statistics courses prior to the start of class. Biochemistry is preferred by UTHHSC.

Packet #3 - Long Term Health Education and Training (LTHET), HRC Application

a. Application Checklist. A complete, signed checklist ([Appendix B](#)) should accompany all applications.

b. DA 3838, Application for Professional Training: The DA 3838 is an administrative document that is required of all Army officers requesting training in short and long courses. Do not forget to sign the form. Instructions for completing the form can be found at [Appendix C](#).

c. Army Nurse Corps LTHET Application: **This is a new addition to the LTHET packet as of this year.** This form is designed to assist us in processing your LTHET packet. A copy of the form along with instructions for completing it can be found at [Appendix D](#).

d. Statement of Professional Goals. This memorandum provides you an opportunity to address the board to articulate your goals and objectives as well as your qualifications as an officer ready to pursue graduate studies. The statement of professional goals should be written in memorandum format in accordance with standards outlined in AR 25-50, Preparing and Managing Correspondence. Your Healthcare Recruiter can assist you with the proper formatting of this letter. Clearly state your primary and secondary request for graduate studies in the first paragraph. Paragraph two should address what makes you a qualified applicant. Do not restate information that is readily available to the board on your curriculum vitae (CV) such as a list of jobs and assignments. Address any issues that the board may have questions about such as low GRE scores or a low GPA in paragraph three. Identify short and long term goals in paragraph four. A sample letter to include the appropriate header information is included at [Appendix E](#).

e. Director of Nursing Letter of Recommendation:

1) **The format for this letter of recommendation is new this year and can be found at [Appendix F](#).** The Director of Nursing letter of recommendation should highlight the applicant's accomplishments, level of performance, potential for advancement, and clearly state the Director's intent for the applicant's selection. The chief nurse must clearly state whether the applicant is recommended or not recommended for graduate work.

2) This letter should be returned directly to AN Branch by the Director of Nursing. Letters may be faxed to 703-325-2392 or mailed to Commander, Human Resources Command, AHRC-OPH-AN (ATTN: MAJ Richardson), Room 9N47, 200 Stovall Street, Alexandria, VA 22332-0417. Scanned copies or letters signed electronically may be submitted via e-mail to suzanne.richardson@hoffman.army.mil.

3) **Direct accession applicants who are USAR-TPU or National Guard (medical specialties) must also include a letter from their unit Chief Nurse.**

f. Curriculum Vitae: A sample format is included as [Appendix G](#).

g. Height/Weight statement: The Healthcare Recruiter is responsible for producing the height/weight statement. (A Body Fat Percentage Worksheet must accompany the statement if you do not meet table height/weight screening standards). Use the format included as [Appendix H](#).

h. Photo: Submit a professional photo, ¾ length, from head to thigh. (Healthcare recruiters: format this photo much like a Department of the Army (DA) photo.)

i. Transcripts:

1) One complete set of official undergraduate and graduate transcripts from each college or university attended must be sent to (1) UTHHSC, (2) USUHS (optional), and (3) to your Health Care Recruiter for the USAREC Appointment/Active Duty Accession board.

2) **Have each school send one complete set of official transcripts to your home address in a sealed envelope (do not open envelope.) Submit transcripts (in envelope with unbroken seal) along with the completed LTHET packet to your healthcare recruiter.**

3) Transcripts bearing former last names require a page inserted in the application listing all names used. Grade reports or letters from instructors must be included for courses in progress. All non-English transcripts must be translated prior to submission. A GPA of 3.0 or higher on a 4.0 scale is required.

4) Officers with a GPA of less than 3.0 may strengthen their applications by demonstrating success in taking recent graduate level courses.

j. GRE.

1) All applicants must submit an official GRE score taken within 5 years of the LTHET board. GRE dates that meet this criteria are 2000-2005 for the 2006 academic year. Please note that as of October 2003, the Educational Testing Service (ETS) replaced the analytical test and replaced it with an analytical writing section. ETS grades the analytical writing section on a scale of 0 (low) to 6 (high).

2) The minimum acceptable GRE score for graduate studies in the anesthesia program is:

	Verbal	Quantitative	Analytical Writing	Analytical (old test)
CRNA	500	500	3.5	500

The recommended GRE score for CRNA applicants is 1500 (all three sections) on the old GRE exam or 1000 (verbal and quantitative sections) on the new GRE exam. Additionally, on the new GRE exam, a 3.5 or high on the analytic writing section is preferred.

3) GRE Competitiveness: Remember, you're competing against your peers. Even though a GRE score of 1500/1000 is considered competitive for graduate school selection, it may be less competitive for LTHET board selection. You are encouraged to prepare well for this test and re-test if needed to achieve a competitive score.

4) Have a copy of your GRE scores sent to Commander, HRC (Institution Code 5648, Nursing Code 0610). Additionally, have one copy sent to UTHHSC (Institution Code 6906, Department Code 0610). If you are applying to USUHS (optional), have one copy sent to USUHS (Institution Code 5824, Department Code 0610).

k. Chief, Anesthesia Nursing Letter of Recommendation:

1) Applicants must be interviewed in person by an Anesthesia Nursing Phase II Director or the senior nurse anesthetist at a military medical treatment facility. Your healthcare recruiter will assist in arranging this interview.

2) Phase II Directors are located at Walter Reed AMC, Washington, D.C.; Tripler AMC, Tripler, HI; William Beaumont AMC, El Paso, TX; Madigan AMC, Ft Lewis, WA; Dwight D. Eisenhower AMC, Ft Gordon, GA; Womack AMC, Ft. Bragg, NC; Brooke AMC, Ft Sam Houston, TX; and Darnall ACH, Ft Hood, TX. Applicants should take a copy of their GRE scores, transcripts, audiology examination results, and goals/objectives to the interview.

3) The purpose of the interview is to:

- Assess the applicant's clinical and academic preparation and potential for success in an anesthesia nursing program.

- Assess the prospective student's understanding of the role and functions of anesthesia nursing in the military.

- Advise the student on developing a plan to optimize preparation for graduate study.

4) A standard format for the Chief, Anesthesia Nursing letter of recommendation is included as [Appendix I](#).

5) This letter should be returned directly to AN Branch by the Chief, Anesthesia Nursing. Letters may be faxed to 703-325-2392 or mailed to Commander, Human Resources Command, AHRC-OPH-AN (ATTN: MAJ Richardson), Room 9N47, 200 Stovall Street, Alexandria, VA 22332-0417. Scanned copies or letters signed electronically may be submitted via e-mail to suzanne.richardson@hoffman.army.mil.

I. School Acceptance.

1) Applicants for Anesthesia Nursing must obtain acceptance by either the University of Texas Health Science Center, Houston or the Uniformed Services University of the Health Sciences (or both) **prior to** the LTHET board convening date. If the school does not accept the officer, then the officer's LTHET packet will not be presented to the LTHET board. The schools provide AN Branch with all applicants' acceptance status, so applicants are not required to submit additional documentation.

2) Conditional Admission. UTHHSC may grant conditional admission after evaluation of the applicant's records. This category applies to the student who does not meet the full admission requirements (e.g. GPA less than 3.0). This is an acceptable admission status for application to the Army 6F-66F Program. If a conditional admission status is granted, the student must maintain a cumulative GPA of 3.0 for the first nine semester hours attempted. A GPA of less than 3.0 will necessitate the student's withdrawal from the program.

3) Provisional Admission. UTHHSC and USUHS may grant a provisional admission status when the admission documents are incomplete. It is the applicant's responsibility to supply all required documentation and upgrade the provisional admission status to conditional or full.

m. Audiometric Exam. Applicants must include documentation of a current audiometric exam with their application.

Sister Service/USAR/ARNG applicants should also include the following documents:

a. A letter of recommendation from your unit Chief Nurse (see paragraph e.3 above)

b. A copy of your DD 214 and microfiche.

Packet #4 - The USUHS Application (optional).

- a. Refer to the guidance provided directly by USUHS for application guidance.

Application deadline is 1 July 2005. Program and application information can be found at <http://cim.usuhs.mil/gsn/>.

- b. Any application to USUHS Graduate School of Nursing Program in Nurse Anesthesia must include a statement identifying the applicant as applying to the USUHS program under ANC sponsorship.

- c. Prerequisite Courses. Applicants must show evidence of successful completion of undergraduate biochemistry or organic chemistry prior to the start of class. Organic chemistry is preferred by USUHS. Statistics is not a requirement for the Nurse Anesthesia Program at USUHS but is highly encouraged.

Appendix A

Pre-Enrollment Verification of Clinical Competencies

TO BE COMPLETED BY THE INDIVIDUAL'S RN CLINICAL SUPERVISOR: The individual named below has demonstrated the knowledge and ability to perform the following nursing activities in the bedside care of critically ill patients and has performed each at least once in the preceding two years. The remainder of the competencies may be evaluated by either observation of direct patient care, return demonstration in a skills lab, or case study analysis.

NAME:	RANK:	AOC:	COMPO: USA ARNG USAR
ACTIVITY	INITIALS	DATE	
<i>CARDIOVASCULAR/HEMODYNAMIC:</i>			
1. Able to provide immediate and continual assessment and intervention to stabilize and manage patients with:			
a. Cardiogenic, hypovolemic and septic shock.			
b. Actual or potential life-threatening cardiac dysrhythmias (ventricular tachycardia, ventricular fibrillation, asystole, and complete heart block).			
2. Able to troubleshoot and manage the care of patients requiring the following devices/ interventions:			
a. Continuous EKG monitoring.			
b. Cardiac pacemaker (external, transvenous or permanent).			
c. Invasive arterial pressure monitoring.			
d. Central venous pressure monitoring.			
e. Pulmonary artery pressure monitoring and cardiac output determination.			
f. Fluid resuscitation			
3. Able to describe the indications, expected effects, side effects/adverse effects and demonstrate appropriate administration of the following:			
a. Inotropics (for example, Dopamine and Dobutamine).			
b. Vasodilators (for example, Nitroglycerine and Nitroprusside).			
c. Vasopressors (for example, Levophed or Neosynephrine).			
d. Antiarrhythmics (for example, Lidocaine or Procainamide).			
e. Advanced cardiac Life Support Drugs.			
SIGNATURE:		DATE:	

(Adapted from 8A Competency Checklist)

Appendix B

Anesthesia Nursing Checklist for Direct Accession Applicants

Step	Action Required	Suspense	Date Completed
1.	Meet with your Healthcare Recruiter to discuss plans.		
2.	Make an appointment with your Director of Nursing to discuss career plans and desire to apply for LTHET. (Director of Nursing will submit letter of recommendation directly to HRC.)		
3.	If currently a military member: Make an appointment with your USAR-TPU/ARNG Chief Nurse to discuss career plans and desire to apply for LTHET. (Director of Nursing will submit letter of recommendation directly to HRC.)		
4.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); UT Houston and USUHS. (Official copies must reach USUHS NLT 1 July 05, AN Branch NLT 12 July 05, and UT NLT 19 Aug 05.)		
5.	Make an appointment with a Chief Nurse Anesthetist or Phase II Nursing Anesthesia Director. Take transcripts, GRE score, audiology examination results, and statement of personal goals and objectives with you to appointment. (Letter will be sent directly to AN Branch.)		
6.	Apply to UT Houston. (Application due at UT Houston NLT 19 Aug 05)		
7.	Apply to USUHS (optional).		
8.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: MAJ Richardson); 200 Stovall Street, Alexandria, VA 22332-0417 <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Audiometric examination results <input type="checkbox"/> Transcripts (official copy) <input type="checkbox"/> Professional photo		
9.	Select Applicants should also include the following with their application as applicable (please check if enclosed as applicable:		
	<input type="checkbox"/> Applicants without critical care experience/not applying for 66H8A: Letter from Supervisor Attesting to Critical Care Competencies (if not applying for 66H8A) <input type="checkbox"/> Applicants with prior military service: Copy of DD 214 and microfiche <input type="checkbox"/> USAF/Navy/USAR/ARNG Officers: Official Photo, if available <input type="checkbox"/> USAF/Navy/USAR/ARNG Officers: Copy of latest OER/Evaluation and microfiche <input type="checkbox"/> USAF/Navy/USAR/ARNG Officers: Chief Nurse/Commander Letter of Recommendation <input type="checkbox"/> STRAP Participants: Statement re: Service Obligation status <input type="checkbox"/> CRNA MSN-completion applicants: Evidence of CRNA certification		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature

Appendix C

Instructions for Completing DA Form 3838, Application for Professional Training

To: Commander, Human Resources Command
AHRC-OPH-AN, Room 9N47
200 Stovall Street
Alexandria, VA 22332-0417

From: Commander
Use your local recruiter's address

Block 1: Check "Federal Facility" then "AMEDD"

Block 2: Check "Long Course" then "Degree"

Block 3: Last Name, First Name, Middle Initial

Block 4: Your current grade.

Block 5: Your primary AOC

Block 6: AN

Block 7: Your SSN

Block 8: Type Secret, Top Secret, etc. as applicable.

Block 9: Type in your local recruiter's address again (should be the same as the "From" block)

Block 10: Type your recruiter's Unit Identification Code (your recruiter will know this)

Block 11: List your current duty title

Block 12: List your office and home phone numbers

Block 13: Type Anesthesia Nursing

Block 14: Type LTHET

Block 15: Type "Fall 2006"

Block 16: Type December 2008

Block 18: Check Regular Army

Block 19: Check any/all appropriate blocks as applicable or check "None"

Block 20: Leave blank

Block 21: Leave blank

Block 22: Leave blank

Block 23: Leave blank

Block 24: Leave blank

Block 25: Leave blank

Block 26: Leave blank

Block 27: Leave blank

Block 28: Day, month, year

Block 29: List number of months active federal service if applicable (your healthcare recruiter can help you find this)

Block 30: List dates of active federal service

Block 31: Type AN

Block 32: Check applicable box

Block 33: List state of legal residence

Block 34: Leave blank

Block 35: Check No

Block 36: Check No

Block 37: Check No

Block 38: Check No

Appendix C

Instructions for Completing DA Form 3838, Application for Professional Training

- Block 39:** Check No
- Block 40:** Check No
- Block 41:** List school and address where you attained your BSN
- Block 42:** List BSN
- Block 43:** Type Nursing
- Block 44:** List date graduated from BSN program
- Block 45:** Leave blank
- Block 46:** Leave blank
- Block 47:** Leave blank
- Block 48:** Leave blank
- Block 49:** Leave blank
- Block 50:** Leave blank
- Block 51:** Leave blank
- Block 52:** Leave blank
- Block 53:** Leave blank
- Block 54:** Leave blank
- Block 55:** READ CAREFULLY: Check applicable boxes at bottom.
- Block 56:** READ CAREFULLY.
- Block 57:** Sign
- Block 58:** Your healthcare recruiter checks “I recommend approval” or “I do not recommend approval”
- Block 59:** Your healthcare recruiter dates
- Block 60:** Type in Name, Grade, Branch and Title of Healthcare Recruiter
- Block 61:** Healthcare Recruiter signs

Appendix D
Application for Long Term Health Education and Training

Name:

Last, First, Middle Initial

SSN:

1. Current Mailing Address (if different from your ORB):

Street

City

State

Zip

2. Please indicate the clinical track to which you are applying:

☐ Anesthesia (Identify program preference)

☐ University of Texas Health Science Center, Houston (AMEDD C&S)

☐ Uniformed Services University of the Health Sciences (Bethesda, MD)

3. List all colleges and universities attended (attach separate sheet if necessary)

a. Institution Name:

Institution Location:

Dates Attended: From

To

Degree:

Subject of Study:

Transcripts on file at AN Branch? ☐ Yes ☐ No

b. Institution Name:

Institution Location:

Dates Attended: From

To

Degree:

Subject of Study:

Transcripts on file at AN Branch? ☐ Yes ☐ No

Appendix D

Application for Long Term Health Education and Training

Name:

Last, First, Middle Initial

c. Institution Name:

Institution Location:

Dates Attended: From

To

Degree:

Subject of Study:

Transcripts on file at AN Branch? ☐ Yes ☐ No

d. Institution Name:

Institution Location:

Dates Attended: From

To

Degree:

Subject of Study:

Transcripts on file at AN Branch? ☐ Yes ☐ No

4. List all courses in progress or planned prior to school enrollment (use separate page if necessary):

Term	Year	Course Title	Name and Location of School

Appendix D

Application for Long Term Health Education and Training

Name:

Last, First, Middle Initial

5. If you have applied for LTHET in prior years, please list the dates you applied and requested program of study:

Date	Requested Program of Study	Were You Accepted for LTHET?

6. Indicate the date you took (or will take) the GRE and list scores if available:

Date	Verbal Score	Quantitative Score	Analytical or Writing Score

Appendix E
Sample Format for Statement of Goals and Objectives

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Appropriate Letterhead

OFFICE SYMBOL

DATE

MEMORANDUM FOR Chief, Army Nurse Corps Branch, Human Resources Command,
AHRC-OPH-AN, 200 Stovall Street, Room 9N47, Alexandria, VA 22332-0417

SUBJECT: Statement of Professional Goals and Objectives for Name, SSN

1. Reference AR 25-50, Preparing and Managing Correspondence to format your memorandum correctly. Limit the memorandum to one page in length with a font size no smaller than 11 point. A good way to start the first paragraph is “I request selection for Long Term Health Education and Training to obtain a Master’s Degree in Nursing Anesthesia.”
2. Use the second paragraph to identify your strengths as an officer and nurse. What makes you the ideal candidate for attendance in Long Term Health Education and Training?
3. Address any issues that the board may see in paragraph three. For example, if your undergraduate GPA is low, what graduate work have you done to demonstrate that you can manage a master’s program?
4. Address your short and long term goals in the fourth paragraph. What are your plans/desires immediately after graduation? What do you see yourself doing in five to ten years? How will you use your degree in reaching these goals? Be realistic and honest. For example, your goal to become the Chief, Army Nurse Corps may be honest but not necessarily realistic.

YOUR SIGNATURE BLOCK
RANK, AN
Your Title

Appendix F

Director of Nursing/Chief Nurse Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

The above named individual is requesting that you serve as a reference for his/her application to the Army Nurse Corps Long Term Health Education and Training Program. To assist the board in evaluating his/her application, please complete this form and return it to the address noted at the end of the form no later than 12 July 2005. All completed forms will be treated confidentially.

Please rank the applicant on the following:

	Exceptional	Above Average	Average	Below Average	No Information
Promotion Potential					
Professional Knowledge					
Desire, Will, Initiative, Discipline					
Emotional Maturity					
Critical Thinking Ability					
Skill with People, Coaching/Teaching					
Capacity for Independent Work					
Writing Ability					
Ability to Communicate Orally					
Intellectual Ability					
Leadership Ability					
Motivation to Complete Work					
Analytic Ability					
Potential for Success in Graduate Level Education Program					
Potential for Career Success in the Army Medical Department					

How would you rate the applicant on the following scale?

	Not recommended for long term health education and training
	Recommend for long term health education and training if space available
	Highly recommend for long term health education and training

Appendix F
Director of Nursing/Chief Nurse Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

Please use this space to provide any comments you think would assist the board in evaluating the candidate's application to long term health education and training.

Name:

Rank/Branch (If applicable):

Title:

Return this form and your comments to: Commander, Human Resources Command

AHRC-OPH-AN (ATTN: MAJ Richardson)

Room 9N47

200 Stovall Street

Alexandria, VA 22332-0417

OR:

Fax to: 703-325-2392

OR:

Return a scanned copy or an electronically signed copy to: suzanne.richardson@hoffman.army.mil

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Appendix G
Sample Format for Curriculum Vitae

NAME:

SSN:

CURRENT ADDRESS:

PHONE:

STATE LICENSURE: State, Year

AREA OF CLINICAL SPECIALTY: (AOC for military applicants)

GRADE: (Military applicants only)

CIVILIAN EDUCATION:

School	Location	Degree/Certificate	Year
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MILITARY EDUCATION:

Course	Location	Year
--------	----------	------

CERTIFICATION:

Certification	Year
---------------	------

WORK EXPERIENCE: (Military and Civilian)

Position	Area of Specialty/Unit	Location	Dates
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TEACHING APPOINTMENTS:

Academic Rank	Course Title	Institution	Dates
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CONSULTANT EXPERIENCE:

Title	Topic	Location	Dates
-------	-------	----------	-------

AFFILIATIONS AND PROFESSIONAL ORGANIZATION MEMBERSHIP:

Organization Name	Position	Year
-------------------	----------	------

DECORATIONS AND AWARDS: (Military and Civilian)

Name of Award	Location	Year
---------------	----------	------

PUBLICATIONS:

Author, Title, Journal or Publisher, Year

PRESENTATIONS:

Title	Organization	Location	Year
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Appendix H
Height/Weight Statement

Name:

SSN:

1. Height: inches

2. Weight: pounds

3. Officer meets screening table height/weight requirements IAW AR 600-9:

☐ Yes

☐ No

4. Officer is in compliance with maximum allowable body fat standards IAW AR 600-9:

☐ Yes

☐ No

☐ Not Applicable, applicant meets table height/weight screening requirements

I validate that the information listed above is accurate and complete.

Signature

Rank/Branch

Title

Date

Appendix I
Chief, Nursing Anesthesia Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

The above named individual is requesting that you serve as a reference for his/her application to the Army Nurse Corps Long Term Health Education and Training Program. To assist the board in evaluating his/her application, please complete this form and return it to the address noted at the end of the form no later than 12 July 2005. All completed forms will be treated confidentially.

Please rank the applicant on the following:

	Exceptional	Above Average	Average	Below Average	No Information
Professional Knowledge					
Desire, Will, Initiative, Discipline					
Clinical Preparation for Anesthesia Nursing Program					
Academic Preparation for Anesthesia Nursing Program					
Potential for Success In Anesthesia Nursing Program					
Ability to Prepare for Graduate Study					
Understanding of Utilization to Include Deployability and ADSO					

How would you rate the applicant on the following scale?

	Not recommended for anesthesia nursing program
	Recommend for anesthesia nursing program if space available
	Highly recommend for anesthesia nursing program

Appendix I
Chief, Nursing Anesthesia Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

Please use this space to provide any comments you think would assist the board in evaluating the candidate's application to long term health education and training.

Name:

Rank/Branch (If applicable):

Title:

Return this form and your comments to: Commander, Human Resources Command

AHRC-OPH-AN (ATTN: MAJ Richardson)

Room 9N47

200 Stovall Street

Alexandria, VA 22332-0417

OR:

Fax to: 703-325-2392

OR:

Return a scanned copy or an electronically signed copy to: suzanne.richardson@hoffman.army.mil

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